

**VOLUME 2: DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL**7-26  
9**CHAPTER 13: TEMPORARY QUARTERS SUBSISTENCE EXPENSES**

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## SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

### C13000 GENERAL

When it is necessary to occupy temporary quarters incident to an employee's transfer to a new duty station, subsistence expense allowances may be authorized or approved for the purpose of defraying the expense of the employee and the employee's dependents in accordance with the conditions set forth in this Chapter. Subsistence expenses include the cost of: temporary lodgings, meals and/or groceries, tips and fees incident to meals and lodgings, laundry, cleaning and pressing of clothing. Reimbursement for groceries is limited to those consumed while occupying temporary quarters. Expense of local transportation is not reimbursable. Reimbursement will be limited to actual expenses incurred, not to exceed the maximum authorized, providing expenses are directly related to occupancy of temporary quarters, are reasonable as to amount, and can be substantiated. Generally, the term "temporary quarters" refers to lodging obtained from private or commercial sources for the purpose of temporary occupancy after vacating the residence occupied when the transfer was authorized. However, occupancy of temporary quarters that eventually become the employee's permanent residence shall not prevent payment of temporary quarters allowance if the employee shows satisfactorily that the quarters occupied were intended initially to be only temporary. In making this determination, the DOD component concerned should consider factors such as: the duration of the lease, movement of household goods into the quarters, type of quarters, expressions of intent, attempts to secure a permanent dwelling, and the length of time the employee occupies the quarters. There are two different subsistence expense allowances prescribed in this Chapter. The conditions under which the Temporary Quarters Subsistence Expense Allowance may be authorized or approved are prescribed in par. C13001-1, while the conditions

under which the Foreign Transfer Allowance (SE) may be authorized or approved are prescribed in par. C13001-2.

### C13001 CONDITIONS OF ELIGIBILITY

#### 1. TEMPORARY QUARTERS SUBSISTENCE EXPENSE ALLOWANCE.

a. General. Temporary quarters subsistence expenses, for the employee and/or each dependent, will be authorized under the following conditions:

1. a written transportation agreement is signed by the employee; and
2. a permanent change of station has been authorized or approved and the new duty station is located in the United States, the Commonwealth of Puerto Rico, or the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

The temporary quarters for which a temporary quarters subsistence expense allowance is authorized or approved must, in fact, be a temporary place of residence. Quarters occupied upon initial arrival at a new duty station location which factually are permanent type residence quarters into which an employee moves his/her household goods and continues occupancy indefinitely will not be considered temporary quarters for which expense reimbursement is allowable. Quarters occupied temporarily within the allowable time limit may be considered temporary quarters when their need is due to the fact that the permanent quarters for which the employee has made arrangements:

1. have not been vacated by the present tenant,

2. require repairs or alterations which have not been completed,
3. are under construction.

b. Location of Temporary Quarters. As a general rule the location of the temporary quarters must be within reasonable proximity of the old and/or new official station. Payment of subsistence expenses for occupancy of temporary quarters in other locations will not be allowed unless justified by circumstances unique to the individual employee or the employee's dependents that are reasonably related and incident to the transfer. Payment for such expenses must be authorized or approved by the head of the DOD component concerned or his/her designee, provided the designee is at a level high enough to ensure adequate review of the circumstances involved and to determine that payment of the temporary quarters allowance is justified. Occupancy of temporary quarters will not be approved for vacation purposes or other reasons unrelated to the transfer.

## 2. FOREIGN TRANSFER ALLOWANCE (SE)

a. General. The foreign transfer allowance, subsistence expense portion (authorized by the Department of State Standardized Regulations (Government Civilian, Foreign Areas) Section 240), will be authorized or approved for the employee and/or dependents under the following conditions:

1. a written transportation agreement is signed by the employee; and  
**Effective 24 May 1987**
- ★ 2. a permanent change of station has been authorized from a duty station in the 50 states, the District of Columbia, the territories or possessions, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands to a duty station in a foreign area; or  
**Effective 24 May 1987**
- ★ 3. first duty station travel has been authorized for a new appointee from place of actual residence in the 50 states, the District of Columbia, the territories or possessions, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands to a duty station in a foreign area.

b. Location of Temporary Lodgings. For reimbursement of expenses under the foreign

transfer allowance, subsistence expense portion, the temporary lodgings occupied by an employee and/or dependents may be anywhere in the United States, as long as the employee or dependents have not begun travel on orders and final departure is from the permanent station in the United States.

## C13002 DUPLICATION OF OTHER ALLOWANCES

Temporary quarters subsistence expenses and the foreign transfer allowance (SE) will not be allowed when they duplicate, in whole or in part, payments received under other regulations covering similar costs. Reimbursement under the temporary quarters subsistence expense allowance and the foreign transfer allowance (SE) is not a duplication of:

1. cost-of-living allowances (Post Allowances) payable under Department of State Standardized Regulations (Government Civilian, Foreign Areas);
2. temporary lodging allowance payable under Department of State Standardized Regulations (Government Civilian, Foreign Areas) during occupancy of temporary quarters in a foreign area. (However, since the temporary lodging allowance duplicates the temporary quarters subsistence expenses allowance to the extent that the cost of temporary lodgings may be allowed under both authorities, the temporary quarters subsistence expense payments must be reduced by the amount of the temporary lodging allowance received by the employee for the cost of the same lodgings during the same time period (MS Comp. Gen. B-180286, 2 July 1975));
3. Basic Allowance for Quarters or Basic Allowance for Subsistence paid to a member of the Uniformed Services who is the spouse of an employee entitled to relocation expenses and allowances (52 Comp. Gen. 962).

## C13003 TEMPORARY QUARTERS SUBSISTENCE EXPENSE ALLOWANCE EXCLUSIONS

The temporary quarters subsistence expenses allowances will not be authorized for the following:

1. a new appointee assigned to a first duty station;

**Temporary Quarters Subsistence Expenses****C13004**

2. an employee transferred to a new duty station outside the United States, the Commonwealth of Puerto Rico, and the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979);
3. an employee performing renewal agreement travel, except when return is to an overseas permanent duty station in a different town or city located in Alaska, Hawaii, United States territories and possessions, Commonwealth of Puerto Rico, and the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979);
4. an employee assigned to a post of duty outside the continental United States returning to place of actual residence for separation;
5. an employee authorized transportation for dependents and/or household goods to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4502.

a. Initial Period of Temporary Quarters Subsistence Expense Allowance. Except as provided in subpar. b, temporary quarters subsistence expenses for the employee and dependents will be authorized for a period not to exceed 60 consecutive days. Temporary quarters subsistence expenses should be authorized only as an expedient and only for the period of time that occupancy of temporary quarters is actually necessary. The administrative determination as to whether the occupancy of temporary quarters is necessary and the length of time for occupancy shall be made on an individual-case basis.

b. Additional Period of Temporary Quarters. Subsistence expenses as provided in subpar. a, may be allowed for an additional period of time not to exceed 60 consecutive days provided the head of the DOD component concerned or his/her designee, determines that there are compelling reasons for the continued occupancy of temporary quarters. The total period of time in temporary quarters will not exceed 120 days under any circumstances. The same considerations as expressed in subpar. a, are applicable in allowing any part of the additional 60 days. Authorizations to extend the temporary quarters period and the number of days authorized will be held to a minimum. Extensions of the temporary quarters may be authorized only in situations where there is a demonstrated need for additional time in temporary quarters due to circumstances which have occurred during the initial 60-day period of temporary quarters occupancy and which are determined to be beyond the employee's control and acceptable to the DOD components concerned. Examples of compelling reasons which could be considered as beyond the employee's

**C13004 TIME LIMITATIONS****1. TEMPORARY QUARTERS SUBSISTENCE EXPENSE ALLOWANCE**

control for purposes of granting this extension may include but are not limited to the following situations:

1. shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to ocean transportation, strikes, customs' clearance, hazardous weather, fires, or floods or other acts of God, etc.;
2. new permanent residence cannot be occupied because of unanticipated problems (i.e., delays in settlement on new residence, short term delay in construction of a new residence, etc.);
3. inability to locate permanent residence which is adequate for family needs because of housing conditions at the new official station;
4. sudden illness, injury, or death of employee or immediate family member.

c. Authorizing Less Than Maximum Time. The specified time limits are maximum periods, and the normal length of necessary occupancy of temporary quarters is expected to average much less. Temporary quarters should be regarded as an expedient to be used only if, or for as long as, necessary until the employee concerned can move into permanent residence quarters.

**2. APPLICABLE REASONS FOR REDUCING TEMPORARY QUARTERS SUBSISTENCE EXPENSE ALLOWANCE PERIOD.** As a general policy, the period of temporary quarters subsistence expense allowance shall be reduced or avoided if:

1. a round trip to seek permanent residence quarters has been made;
2. previous temporary duty or permanent duty assignments at the new permanent duty station have enabled the employee to make arrangements for adequate, permanent residence quarters;
3. the family does not intend to move to the new permanent duty station until some time after employee's transfer.

The travel approving official of the Department of Defense component concerned will ensure that the necessity and length of time for which temporary quarters subsistence expenses are authorized are justified.

**3. FOREIGN TRANSFER ALLOWANCE (SE).** The foreign transfer allowance, subsistence expense portion, may be authorized or approved for the employee and/or each dependent for up to 10 days before final departure from a duty station in the 50 states and the District of Columbia to a duty station in a foreign area. Upon arrival at the overseas duty location, a temporary lodging allowance may be authorized under the Department of State Standardized Regulations (Government Civilians, Foreign Areas) Sec. 120, while the employee and/or dependents occupy temporary lodgings prior to moving into permanent residence quarters.

#### **C13005 PERIOD OF ELIGIBILITY**

**1. TEMPORARY QUARTERS SUBSISTENCE EXPENSES ALLOWANCE.** In order to be eligible for the temporary quarters subsistence expense allowance, occupancy of temporary quarters must begin not later than 30 days from the date the employee reported for duty at the new permanent duty station; or, if not begun for claim purposes during this period, then not later than 30 days from the date on which dependents vacate the residence at the old permanent duty station. Occupancy of temporary quarters may not begin beyond the maximum time allowable for exercising travel and transportation entitlements, which is 2 years from the date the employee reported for duty at the new permanent duty station. The period of time allowed for temporary quarters subsistence expenses will begin for the employee and all dependents when either the employee or any dependent begins the period of use of such quarters for which a claim for reimbursement is made. The time period will run concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location. (However, see limitations in Par. C13001-1b). The period of eligibility will terminate when the employee or any dependent

occupies permanent residence quarters or when the authorized period of time expires, whichever occurs first. The use of temporary quarters for subsistence expense purposes under these provisions may begin as soon as the employee's transfer has been authorized and the written transportation agreement has been signed.

a. Exceptions. An exception to the cumulative concurrent time period is allowed if an employee alone is occupying temporary quarters at the new duty station, and the period of eligibility is interrupted for reasons of official necessity. Examples of an interruption to the period of consecutive days due to official necessity are compliance with an intervening temporary duty assignment or temporary military duty training not exceeding 15 days. In addition, an interruption to the period of consecutive days is allowed for hospitalization, recuperation from surgery, or other situations covered by approved sick leave (MS. Comp. Gen. B-212327, 22 Feb 84). In such a circumstance, the period of absence will be excluded from the authorized time for occupancy of temporary quarters. The employee will be eligible for temporary quarters subsistence expenses when occupancy of temporary quarters at the new duty station is resumed, and eligibility will continue for the balance of the authorized time, if necessary. Exception will not be made if dependents occupy temporary quarters at the employee's new duty station, or at some other location, during the employee's temporary duty or military duty training assignment. When occupancy of temporary quarters at the old permanent duty station, for which reimbursement is claimed, is interrupted by the performance of official travel from the old to the new duty station, the actual time en route, not in excess of the authorized allowable travel time, will be excluded from the period of eligibility, which will resume upon occupancy of temporary quarters at the new duty station.

b. Entitlement in Foreign Areas. Incident to a transfer from a duty station in a foreign area to a new duty station in the United States, Commonwealth of Puerto Rico, or the areas and installations in the Republic of Panama made available to the United States under the Panama

Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979), temporary quarters subsistence expenses may be allowed for temporary quarters occupied in the foreign area; however, if the employee receives both temporary quarters subsistence expenses and a temporary lodging allowance (authorized under Department of State Standardized Regulations (Government Civilians, Foreign Areas)) incident to occupying the same temporary quarters for the same period, the temporary quarters subsistence expense allowance must be reduced by the amount of the temporary lodging allowance received (MS Comp. Gen. B-180286, 2 July 1975). Reimbursement may be allowed for temporary quarters subsistence expenses at a new duty station in the United States, Commonwealth of Puerto Rico, or the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979) for dependents who have preceded the employee, and for temporary lodging allowance for the employee who has not departed from the old duty station in a foreign area.

2. **FOREIGN TRANSFER ALLOWANCE (SE).** The foreign transfer allowance, subsistence expense portion, is applicable for the employee and for each dependent. Occupancy of temporary quarters prior to departure for a duty point in a foreign area must begin not later than 30 days after the employee and/or dependents have vacated their residence quarters.

#### **C13006 TEMPORARY QUARTERS SUBSISTENCE EXPENSE ALLOWANCE FOR SHORT DISTANCE TRANSFERS**

1. **GENERAL.** Except as provided in subpar. 2, an employee and/or dependents will not be eligible for temporary quarters subsistence expenses when the one-way commuting distance from the employee's old residence to the new duty station exceeds the one-way commuting distance from the old residence to the old duty station by 40 miles or less. All measurements will be made according to map distances along a usually traveled surface route.

2. **ENTITLEMENT WHILE WAITING FOR HOUSEHOLD GOODS.** In the circumstances described in subpar. 1, an employee and dependents will be eligible for the expenses of temporary quarters occupied for the period during which the employee is awaiting the arrival of household goods shipped from the old residence to the new residence provided use of such quarters is begun not later than the maximum time for beginning allowable travel and transportation, which is 2 years from the date the employee reports for duty at the new duty station.

### C13007 REIMBURSEMENT LIMITATIONS

#### 1. TEMPORARY QUARTERS SUBSISTENCE EXPENSES ALLOWANCE

a. **Actual Expenses Allowed.** Reimbursement will be only for actual subsistence expenses incurred provided these are incident to occupancy of temporary quarters and are reasonable as to amount. Allowable subsistence expenses include only charges for meals (including groceries consumed during occupancy of temporary quarters), lodging, fees and tips incident to meals and lodging, laundry, and cleaning and pressing of clothing. Expenses of local transportation incurred for any purpose during occupancy of temporary quarters will not be allowed. When in the same household, an employee's spouse or other dependent is also an employee being transferred to the same new duty station, eligibility for the temporary quarters subsistence expense allowance will be limited to that for an employee with dependents. Separate entitlements will not be allowed for each as an employee.

b. **Itemization.** The actual expenses will be itemized in a manner that will permit at least a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The suggested format, "Claim for Temporary Quarters Subsistence Expenses/Foreign Transfer Allowance (SE)," illustrated in par. C13009 may be used for itemizing expenses incurred incident to occupancy of temporary quarters.

c. **Maximum Reimbursement.** The amount which may be reimbursed for temporary quarters subsistence expenses will be the actual amount of allowable expenses incurred for each 30-day period not to exceed a maximum amount based on the applicable daily rate prescribed in subpar. (2) through (4), multiplied by 30. The daily actual subsistence expenses required to be itemized under subpars. a and b, will be totaled for each 30-day period to permit a comparison with the maximum allowable amount for the particular period. If less than a 30-day period is authorized, or used, the maximum allowable amount will be based on the number of days authorized, or used, multiplied by the applicable daily rate.

(1) **Applicable Maximum Per Diem Rates.** The maximum per diem rates to be used for computation under subpars. (2) through (4) will be as indicated in subpars. (a) and (b).

★(a) **Within the Continental United States.** For temporary quarters located in CONUS, the applicable maximum per diem is the standard CONUS rate (\$60).

(b) **Outside the Continental United States.** For temporary quarters in applicable locations outside the continental United States, the maximum per diem rate is the rate prescribed for the locality in Appendix A.

(2) **For the First 30 Days.** Reimbursement for the first 30 days will be limited as indicated in subpars. (a), (b), (c) and (d).

(a) **Employee or Unaccompanied Spouse.** For the employee, or for the unaccompanied spouse (i.e., the spouse necessarily occupies temporary quarters in a location separate from employee), the daily rate will not exceed the maximum per diem rate prescribed in subpar. (1).\*

(b) **Spouse Accompanied by Employee.** For the spouse when accompanied by the employee, the daily rate will not exceed two-thirds of the employee's daily rate established in subpar. (a).\*

(c) Dependents 12 Years of Age or Older.

For each dependent, other than spouse, who is 12 years of age or older, the daily rate will not exceed two-thirds of the daily rate established in subpar. (a) for the employee or the unaccompanied spouse, as appropriate.\*

(d) Dependents Under 12 Years of Age. For each dependent who is under 12 years of age, the daily rate will not exceed one-half of the daily rate established in subpar. (a), for the employee or the unaccompanied spouse, as appropriate.\*

★\*NOTE: If the temporary quarters occupied are in the continental United States, the maximum daily rates prescribed in subpars. (a), (b), (c) and (d) are \$60, \$40, \$40, and \$30 respectively.

(3) For the Second 30 Days. The daily rates for the second 30-day period for the employee and each dependent will be three-fourths of the daily rates prescribed in subpar. (2). For example, if the temporary quarters occupied are located in the continental United States the limitations prescribed in subpars. (a), (b), (c), and (d) will apply.

★(a) Employee or Unaccompanied Spouse. For an employee, or unaccompanied spouse, the daily rate will not exceed \$45.

★(b) Spouse Accompanied by Employee. For an accompanying spouse, the daily rate will not exceed \$30.

★(c) Dependents 12 Years of Age or Older. For each dependent, other than the spouse, who is 12 years of age or older, the daily rate will not exceed \$30.

★(d) Dependents Under 12 Years of Age. For each dependent under 12 years of age, the daily rate will not exceed \$22.50.

(4) Additional 60 Days. When the DOD component concerned authorizes an extension of time for occupancy of temporary quarters beyond the first 60 days (not to exceed an additional 60 days) due to compelling reasons as provided in par.

C13004-1b, the additional days shall be computed at the same rates allowed for the second 30-day period in subpar. (3), for the employee and each dependent.

2. FOREIGN TRANSFER ALLOWANCE (SE). The amount of foreign transfer allowance (SE) that is payable for the cost of temporary lodgings and other subsistence expenses incurred by an employee and/or dependents for a period of up to 10 days prior to departure for a duty station in a foreign area will be determined as indicated in subpars. a and b. When in the same household, an employee's spouse is also an employee being transferred, each member of the married couple may be granted the "initial occupant" rate prescribed in subpar. a. One member of the couple may be granted applicable amounts for any additional family members (excluding spouse). As an alternative, the couple may agree to consider one spouse as a dependent only.

a. For the Initial Occupant. For initial occupant only, whether the employee or a dependent age 12 or over, a daily rate not in excess of the applicable locality rate prescribed in Appendix A or E for the locality from which the employee is transferred.

b. For Each Additional Occupant. For each additional occupant, whether the employee or a dependent 12 or over, two thirds of the daily rate established in subpar. a. For each additional occupant under age 12, the daily rate is one half of the rate established in subpar. a.

The foreign transfer allowance (SE) authorized under this paragraph may be paid as a single payment at any time following the employee's arrival at the place of duty in a foreign area. Should the employee arrive at the place of duty before arrival of dependents, the employee may be paid the foreign transfer allowance (SE) prescribed in subpar. a for an employee. Upon arrival of dependents, the employee may be paid the allowance prescribed in subpar. b for dependents. For advance of funds, see pars. C1101-6 and C1102-8.



## **C13008 REIMBURSEMENT**

1. **GENERAL.** Travel Voucher or Subvoucher (DD Form 1351-2) will be used in submitting claim for expenses reimbursable under the Temporary Quarters Subsistence Expense Allowance/Foreign Transfer Allowance (SE). The form will be prepared, signed, and routed for settlement in the same manner as that prescribed in par. C5004-1.

2. **REIMBURSEMENT LIMITATIONS.** Reimbursement limitations are prescribed in par. C13007. Even though reimbursement may be allowable under the applicable amounts, if expenses claimed clearly appear to be unreasonable, an approving official or claim settlement official may require the employee concerned to explain and justify any questionable amount claimed. In applying the reimbursement limitation, the allowable subsistence expenses incurred within a related 10- or 30-day period, or fraction thereof, will be totaled and compared with the prescribed amount formula for that 10- or 30-day period, the lesser amount of which will be payable.

### **TEMPORARY QUARTERS SUBSISTENCE EXPENSES ALLOWANCE**

#### **★ EXAMPLE 1**

An employee resides in temporary quarters at a new duty station in Omaha, NE for 5 days. He incurs allowable daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20 for the 1st through 5th days. The total is \$223.30. The applicable per diem rate of \$60 times 5 days, totals \$300. Since the actual expenses were less than the maximum amount authorized, reimbursement is limited to \$223.30. Had the actual subsistence expenses amounted to more than the maximum authorized, e.g., \$380, reimbursement would have been limited to \$300. In a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis, an amount per day may be apportioned.

### **TEMPORARY QUARTERS SUBSISTENCE EXPENSES ALLOWANCE**

#### **EXAMPLE 2**

An employee's dependents do not begin occupancy of temporary quarters until 31 days after the employee has begun occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply with regard to the employee and dependents, and their allowable expenses. It is immaterial whether the employee and dependents are occupying temporary quarters at the same or at different locations.

### **TEMPORARY QUARTERS SUBSISTENCE EXPENSES ALLOWANCE**

#### **EXAMPLE 3**

An employee and dependents vacate permanent quarters at the old duty station and occupy temporary quarters at that location for 3 days. They then depart to perform permanent duty travel to the new duty station. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new duty station location, they resume occupancy of temporary quarters. For purposes of determining reimbursement limitation under the 30-day increments described in par. C13007-1c(2), resumption of occupancy of temporary quarters at the new duty station is counted as the 4th day, and travel time is not included.

### **TEMPORARY QUARTERS SUBSISTENCE EXPENSES ALLOWANCE**

#### **EXAMPLE 4**

An employee and dependents vacate permanent quarters at the old duty station and occupy temporary quarters. After 3 days the employee departs to perform travel to the new duty station. The dependents continue in temporary quarters. The employee is en route 5 days and upon arrival at the

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new duty station resumes occupancy of temporary quarters. For purposes of determining reimbursement limitation for the employee under the 30-day increment procedure, the employee's resumption of occupancy of temporary quarters is the 9th day, since dependents had continued their occupancy of temporary quarters, and the time must run concurrently for all.

**FOREIGN TRANSFER ALLOWANCE (SE)****EXAMPLE 1**

An employee and two dependents vacate permanent residence quarters in Washington, DC, and move into temporary quarters for 5 days, preparatory to transfer to Germany. Their lodgings cost \$65 per day, and their subsistence expenses, for meals and tips, run \$55, \$56.25, \$57, \$57.50 and \$55.50, for a total of \$606.25. The employee as the initial occupant is entitled to reimbursement of expenses in an amount not to exceed the applicable locality rate prescribed in Appendix E for Washington DC. (\$117 at the time temporary quarters were occupied) and the dependents' 2/3 share of that amount (both over 12 years of age) \$78 for a total daily maximum rate of  $(\$117 + \$78 + \$78) \$273$  times 5 days, or \$1,365. Since subsistence costs incurred were less than the allowable maximum, employee is entitled to reimbursement of \$606.25.

**FOREIGN TRANSFER ALLOWANCE (SE)****EXAMPLE 2**

An employee departs Washington, DC, en route to Germany, in advance of dependents, who remain at the permanent residence to complete the move. When dependents vacate the residence and move into temporary quarters prior to beginning overseas travel, their daily allowance is limited to \$117 for the initial occupant and \$78 for the second dependent (both over 12 years of age).

3. **BEGINNING AND ENDING ELIGIBILITY FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSE ALLOWANCE.** Provided the eligibility requirements are met, the time period for applying the limitation in par. C13007-1 begins with the day authorized occupancy of temporary quarters commences for reimbursement purposes. However, occupancy of temporary quarters must begin not later

than 30 days from the date the employee reported for duty at the new duty station, or, if occupancy is not begun during this period, not later than 30 days from the date the dependents vacate the residence at the old duty station, but not beyond 2 years from the date the employee reports for duty at the new permanent duty station. If travel per diem payment and occupancy of temporary quarters occur in the same day, see subpar. 4a. The eligibility period will terminate as of whichever of the following conditions occurs first:

1. 2400 hours (local time) of the first day of occupancy of permanent quarters, regardless of the time such move occurs;
2. the day the authorized time period expires.

**4. CONDITIONS AFFECTING COMPUTATIONS**

**Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 1 August 1987.**

a. **Effect of Partial Days on Eligibility Period.** Occupancy of temporary quarters for less than a whole day constitutes one full calendar day of the eligibility period.

(1) **Claim for Temporary Quarters When Occupancy Begins the Same Day En Route Travel Ends.** The guidelines in subpars. (a) and (b), below shall be used for determining the eligibility period for temporary quarters subsistence expense reimbursement and in computing maximum reimbursement when occupancy of temporary quarters for reimbursement purposes occurs the same day that en route travel per diem ends.

(a) **En Route Travel of More than 24 Hours.** When en route travel is more than 24 hours, the eligibility period for reimbursement for temporary quarters subsistence expenses shall start at the beginning of the calendar day quarter immediately following the calendar day quarter in which en route travel per diem ends.

(b) **En Route Travel of 24 Hours or Less.** When en route travel is 24 hours or less, the eligibility period for reimbursement for temporary

quarters subsistence expenses shall start at the beginning of the same calendar day quarter in which en route travel per diem ends.

(2) Claims for Temporary Quarters Occupancy in All Other Cases. In all cases other than those covered in subpar. (1), above (e.g., when occupancy of temporary quarters occurs at the old official station or when reimbursement for occupancy of temporary quarters is not claimed on the same day that en route travel per diem begins or ends), the temporary quarters period shall start as provided in subpar. (a) or (b) below.

(a) Old and New Official Stations Within the Continental United States. When both the old and new official stations are within CONUS, the temporary quarters period shall start at 0001 of the calendar day in which temporary quarters subsistence expense reimbursement is claimed, provided that temporary quarters are occupied during that calendar day.

(b) Old and/or New Official Station Outside the Continental United States. When the old and/or new official station is outside CONUS, the temporary quarters shall start with the first quarter of the calendar day in which temporary quarters subsistence expense reimbursement is claimed, provided that temporary quarters are occupied during that calendar day.

(3) Termination of Eligibility Period. The temporary quarters period shall terminate at midnight of the last day of eligibility.

★ b. Meal Preparation in Temporary Quarters. If temporary quarters are a furnished apartment or similar housekeeping-type quarters where meal preparation facilities are available and are used, the proportionate cost for groceries consumed on a daily basis is allowable. If part of the daily meals taken are prepared in the quarters and others are taken in commercial facilities, this will be clearly

shown in the claim by showing the number of home meals and the number of commercial meals taken each day.

## 5. RECEIPTS AND SUPPORTING DOCUMENTATION

a. General. Receipts and supporting documentation must be furnished with a claim for reimbursement of expenses allowable under the temporary quarters subsistence expenses allowance or the foreign transfer allowance (SE) as prescribed in subpars. b and c.

b. Receipts. Receipts are required:

1. for quarters costs paid showing location, dates, and by whom occupied;
2. for laundry and cleaning expenses showing the date incurred, except when coin-operated facilities are used.

c. Supporting Documentation. A statement will be required, showing the cost of each meal for each day, by date. The location where and by whom meals were taken will also be shown. If travel status and occupancy of temporary quarters for subsistence expense purposes occur in the same day, the claimant will show the date and time of arrival and/or departure at the temporary quarters location. The date that occupancy of permanent quarters begins, or the date that household goods are moved into quarters must be shown. Also, see subpar. 4b.

## C13009 SUBMITTING CLAIMS FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSE/ FOREIGN TRANSFER ALLOWANCE (SE)

For convenience, the suggested format shown on pages 13-9 and 13-10 may be used for claiming reimbursement, and also to record actual subsistence expenses.

**CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES/FOREIGN TRANSFER  
ALLOWANCE (SE)**

This suggested format is for use in summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer

CLAIM FOR: TEMPORARY QUARTERS SUBSISTENCE EXPENSE ALLOWANCE FOREIGN TRANSFER  
Submit with Travel Voucher or Subvoucher (DD Form 1351-2) ALLOWANCE  
(SE)

EMPLOYEE NAME:

SSN:

GRADE

DATE REPORTED FOR DUTY (New Station)

DATE TQSE BEGAN

NEW DUTY STATION:

DATE VACATED OLD RESIDENCE:

DATE OCCUPIED NEW RESIDENCE:

EMPLOYEE:

EMPLOYEE:

DEPENDENTS:

DEPENDENTS:

NAME(S) OF DEPENDENT(S) INCLUDED IN CLAIM (Show only eligible members of family included in travel authorization)

**INSTRUCTIONS**

All expenses will be itemized and only actual expenses claimed. Home meal cost will be accumulated and averaged for all meals prepared at home.

If expenses claimed are for temporary quarters occupied at different locations by the employee and dependent(s) use separate expense itemization sheet for each location. Temporary quarters occupied at other than the old or new duty station location requires approval by the order approving official based on a determination that such occupancy is justified.

If any other claim has been made for temporary quarters expenses in connection with this PCS move, explain. Attach copy of paid voucher if claim has been paid.

If separate claim has been made for PCS travel from old to new duty station, explain. Attach copy of paid voucher if claim has been paid.

If official temporary duty travel was performed during the temporary quarters subsistence expense or foreign transfer allowance (SE) reimbursement claim period, explain. Attach copy of paid voucher if claim has been paid.

Occupancy of permanent quarters occurs when the employee or any member of the family starts occupying the permanent quarters.

Receipts are required for quarters expenses, laundry and dry cleaning costs other than when coin operated facilities are used or any single expense exceeding \$25.00. If applicable, attach copy of lease.

REMARKS OR EXPLANATIONS

EMPLOYEE SIGNATURE

DATE

Show "C" for each commercial meal and  
"H" for each home prepared meal.

ADD'L 60 days=\$